SECTION 2

The System Menu

Figure 1 shows the *System Menu Options*. The "Quit" option should always be used to terminate the application. When "Quit" is selected, all open databases are closed, system variables are saved, and the user is returned to the operating system.
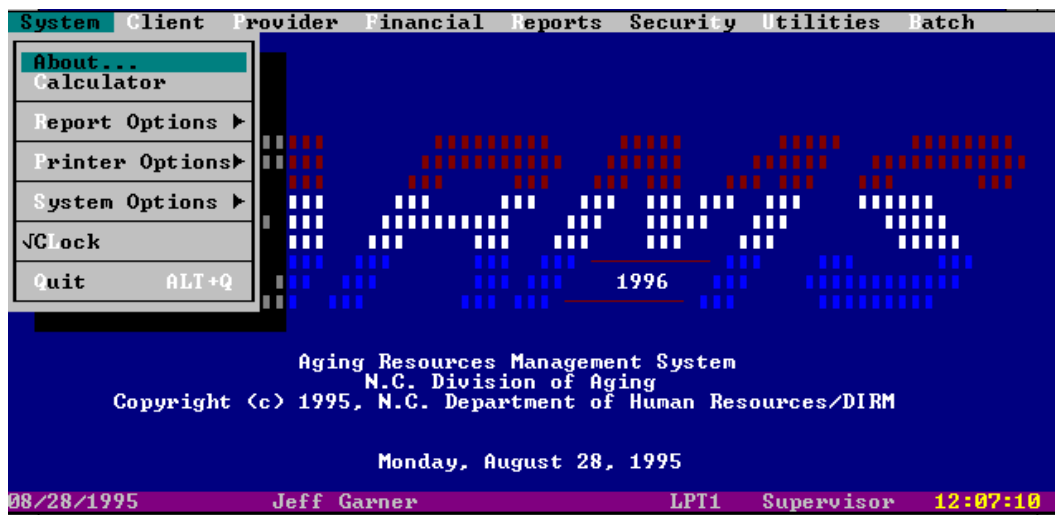

Figure 1 System Menu

About...

The *About* option displays a screen that provides information about the hardware and configuration of the system. A sample screen is shown below in Figure 2. This information will be useful to your System Administrator in the event that problems occur during program execution.
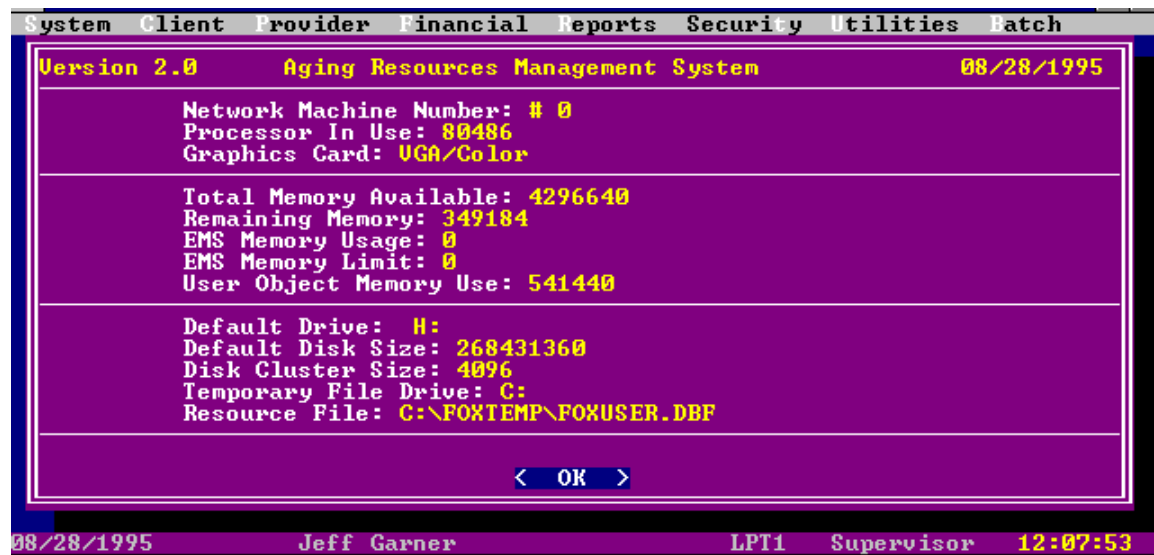

Figure 2 About Screen

Calculator

The "Calculator" option provides the user with a on-screen calculator. Figure 3 is a sample calculator screen. The calculator can be used for basic mathematical operations and can be used with the mouse by pointing and clicking or with the keyboard. The keys used with the calculator are listed below.

Calculator Keyboard equivalents:

Keystroke	Equivalent
Q	✓
R	MR
N	±
A	M+
Z	MC
S	M-

C Press once to erase the current value, twice to erase the current calculated value.

MC Clears stored number from memory

MR Restores numbers from memory.

M+ Stores a number in memory or adds to a number in memory.

M- Subtracts forms a number in memory.

In order to clear the calculator from the screen, press the escape key or use the mouse to click the yellow rectangle on the top left side of the calculator.

Figure 3 Calculator Screen

Report Options

Figure 4 shown below is the *Report Options* sub-menu. Throughout the *ARMS* system, the user can create a number of reports. These sub-menu options determine how those reports are displayed. One, two, or all three of these options can be chosen at any one time.

> At least one of the three available report options MUST be chosen! The default option is "Preview Reports".

✓ *Preview Reports* - option is chosen, reports will be previewed on the screen.
✓ *Print Reports* - option is chosen, reports will be sent to the printer.
✓ *Send Reports to a File* - option is chosen, reports will be sent to a disk file.

When one of the display options is chosen, a small check mark will appear on the left side of the option to denote that it is selected. On the screen below for example, the "**Preview**" and "**Print**" options have been selected. If all three of the options are selected, the report would first be previewed, then it would be printed, and then the report would be copied to a disk file with a pre-defined name depending on the report.
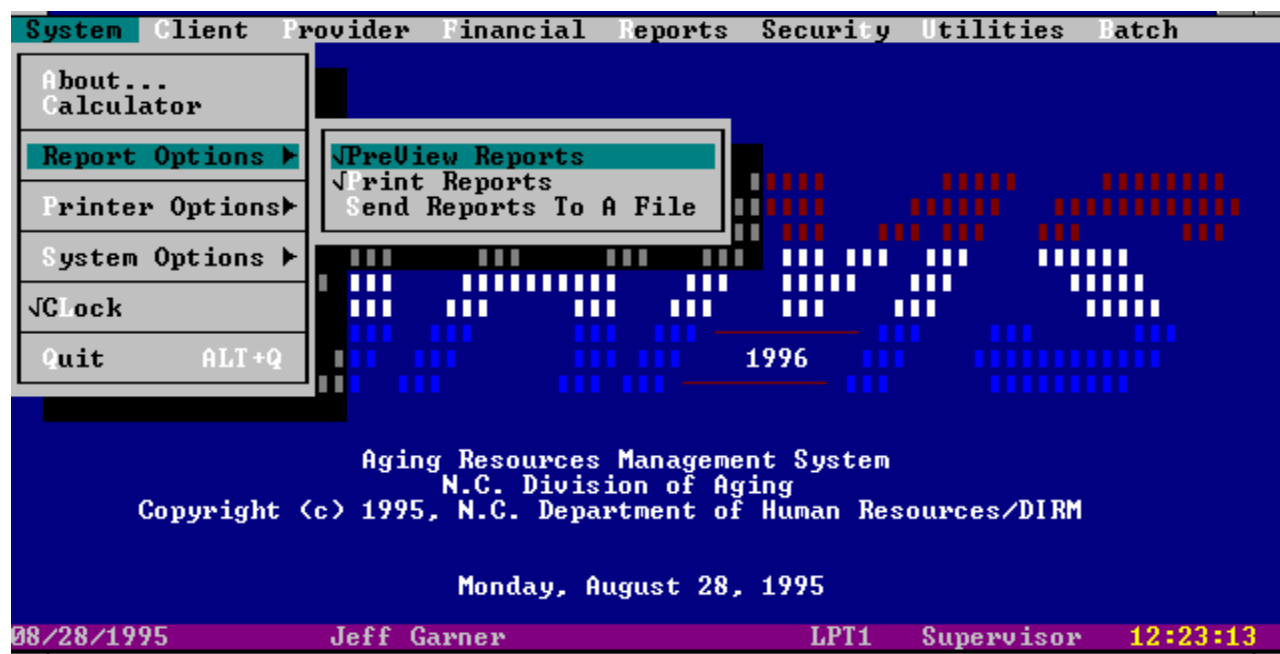

Figure 4 Report Options Sub-menu

Send Reports to A File

If the *Send to File* option has been selected from the Report Options sub-menu, the screen in Figure 5 is displayed after the report is created (for "**Supervisor**" and "**DOA**" **security levels only**). This screen is used for choosing the name of the file to save the report to. The last field on this screen contains the name of the file to which the report will be saved. To change this file name, type another name into the field or choose one of the file names listed under the **"Send Report To..."** column. The file name that is chosen must have a .TXT extension. When the <Save> button is pressed, the report will be saved to the file that the user has just selected. If a file with the same name as the one the user just selected and it is in the same Drive and the same Directory, the contents of that file will be **replaced** with the report.

Once a filename has been selected, to save the report press the save button. To cancel the save operations press the cancel button. If the cancel button is pressed, the report will not be saved to a file.

> **The ability to specify the name of a report file is not available to "Agencies" and "Providers".** Preset names have been assigned to all reports for Agencies and Providers. Some example of those names are as follows:
>
> | | |
> |---|---|
> | *Financial Report:* | ZG060.Rpt |
> | *Cumulative Reimbursement:* | ZGA517.Rpt |
> | *Invoice for MIS Services:* | INVMIS.Rpt |
> | *Units of Service Report:* | UOFS.Rpt |
> | *Client Units of Service Reports:* | ZG011.Rpt |
> | *Client Master List:* | CLMASTER.Rpt |
> | *Cumulative Undup. Persons Served:* | ZGA2041.Rpt |
> | | ZGA2042.Rpt |
> | | ZGA2043.Rpt |
> | *Cumulative Contract Performance Info:* | ZGA2101.Rpt |
> | | ZGA2102.Rpt |
> | | ZGA2103.Rpt |
> | *Computer Keyes Error Report:* | CKERRS.Rpt |
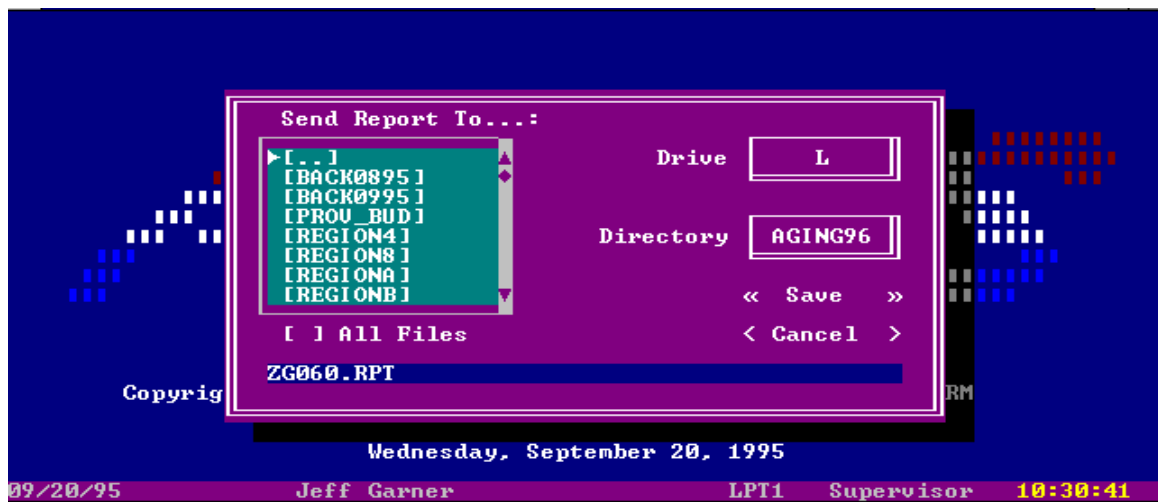> | *SIS/DIS Error Report:* | DSERRS.Rpt |

Figure 5 Save Report to File Screen

Printer Options

The *Printer Options* sub-menu shown in Figure 6 is used to set and save the port to which the user's printer output is sent. Please consult your System Administrator if you are unsure of which port you should choose.

> The default port is LPT1.

Figure 6 Printer Options Sub-menu Screen

System Options

The *System Options* sub-menu shown in Figure 7 can be used to set and save system variables. If the "Save Settings on Exit" option is "marked", current program settings including "Report Options", "Printer Options", etc. will be saved when the application is exited, and used in future sessions. Every time the system is started, the settings last saved will be in effect.

If the "Status Bar" option is selected, the status bar at the bottom of the screen will be shown. The status bar provides information such as the current date, the users security level, and the users name.
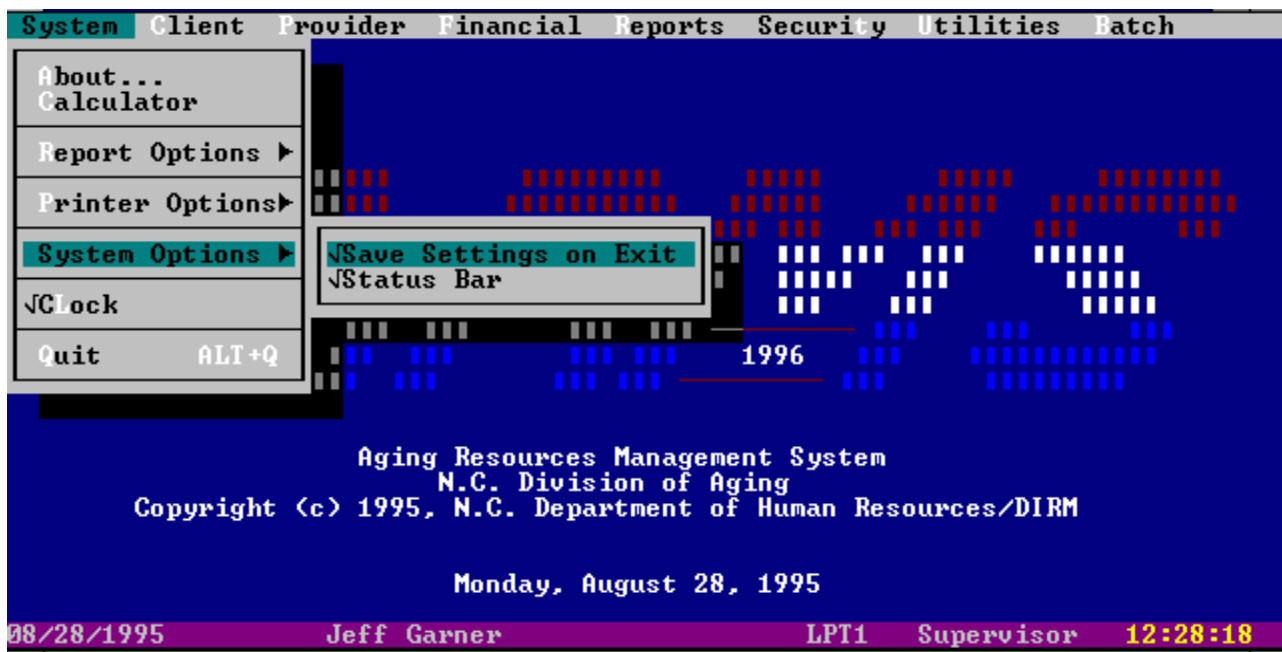

Figure 7 The System Options Sub-menu

Clock

The option for the clock on the System menu determines if the time is displayed in the lower right corner of the screen. The clock can be toggled on and off by selecting the "Clock" option. The clock is turned on if a "✓ " is shown.